

LIEUTENANT

Purpose:

To actively support and uphold the City's mission and values. To manage, direct and coordinate the activities of a section or bureau within the Police Department; to coordinate bureau activities with other bureaus, departments, private business, outside agencies and community, and to provide complex staff assistance to the Commanders. Assistant Chiefs and Police Chief.

Supervision Received and Exercised:

Receives general direction from a Commander, Assistant Police Chief or Police Chief.

Exercises direct supervision over sworn, supervisory and/or civilian staff.

Examples of duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Provide management authority in operational activities.
- Provide direct supervision, mentoring and development to assigned sergeants and other subordinate employees.
- Provide guidance and direction to field supervisors and manage major police incidents.
- Sets the tone and direction for a bureau or work unit.
- Responsible for reporting policing or community concerns to the Commander.

- Plan for special events, unusual occurrences, large gatherings and actively manage such events.
- Participate in budget planning, writing of grants and ensuring appropriate budget and City purchasing guidelines are followed.
- Authorized to determine appropriate disciplinary procedures up to written reprimands. Ensure the proper investigation of citizen and internal complaints concerning police activities or conduct during a shift or within the bureau.
- Participate in crime suppression; identify trends, and make recommendations for police response and solutions. Serve as a support unit within the city and police department in addressing emerging and existing crime problems through the identification and implementation of proactive crime reduction strategies.
- Responsible for daily minimum staffing requirements for a shift or work unit, authorized to approve overtime, hold over employees or call in employees to solve problems or shortages.
- Responsible for obtaining the needed equipment, training and supervision support needed for safe police operations.
- Provide watch command function in the Patrol Operations Division, responding to major crime scenes and taking command when appropriate.
- Provide line supervisory support to field operations in a Sergeant's absence.
 Perform responsible staff and administrative functions.
- Review pursuits to ensure conformity with department pursuit policy.
- Approve or deny leave or overtime within a work unit, ensuring FLSA guidelines are followed.
- Participate and make recommendations in the development and implementation of department, division or bureau goals and objectives, policies and procedures.
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job

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related experience, training or license and certification preference at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of continuous service as a Sergeant or higher with a State, County or Municipal agency, plus the educational requirements listed below.

Training:

Equivalent to an Associates degree or verifiable successful completion of 60 credit hours with a grade of C or better from an accredited college or university.

Licenses/Certifications:

Requires the possession of a valid driver's license.

Possession of Arizona Peace Officers Standards and Training (POST) Certification.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 459

FLSA Exempt